

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NUMBER 40-11 AMENDMENT NO. 1

CIA Administrative Instruction Number 40-11, dated 4 September 1947, is amended by adding the following paragraphs 4 and 5 as indicated below.

- "4. The Chief, Property Control Division, will review, investigate, and make recommendations on all Reports of Inventory Adjustments, Form No. 36-15, submitted for:
- a. Rectifying errors resulting from improper postings, clerical errors or the use of incorrect nomenclature.
  - b. Assuming accountability for previously unaccounted for property.
- Upon completion of the above, Reports of Inventory Adjustment will be forwarded to the Chief, Services Branch.
- "5. The Chief, Services Branch, is authorized to approve or disapprove Reports of Inventory Adjustments submitted for adjusting discrepancies as indicated in paragraphs 4-a and b above. Disapproved Reports will be referred to the Property Survey Board for appropriate action."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A9a

Executive for  
Administration and Management

15/ [redacted] 27 Oct 47  
15/ [redacted]

25X1A9a

ADMINISTRATIVE AND PERSONNEL  
CLASSIFIED FOR  
P. A. CHURCH

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

1. The following information is being furnished to you for your information and guidance:
2. The following information is being furnished to you for your information and guidance:
3. The following information is being furnished to you for your information and guidance:
4. The following information is being furnished to you for your information and guidance:
5. The following information is being furnished to you for your information and guidance:
6. The following information is being furnished to you for your information and guidance:
7. The following information is being furnished to you for your information and guidance:
8. The following information is being furnished to you for your information and guidance:
9. The following information is being furnished to you for your information and guidance:
10. The following information is being furnished to you for your information and guidance:

NUMBER 47-11 ADMINISTRATIVE NO. 1  
ADMINISTRATIVE NUMBER 47-11

ADMINISTRATIVE NO. 1  
CENTRAL INTELLIGENCE AGENCY